
(Letterhead)

(Office Symbol) (MARKS Number)

(Date)

MEMORANDUM FOR (BN S1 address)

SUBJECT: Notification of Change in Rating Official(s) for
Noncommissioned Officer Evaluation Reports

1. Reference AR 623-205.

2. Rating officials for (NCO's rank, name, SSN, DOR, and duty
assignment) are designated/redesignated effective as follows:

a. Rater: RANK, NAME:

DOR:

DUTY ASSIGNMENT:

EFFECTIVE DATE:

b. Senior rater: RANK, NAME:

DOR:

DUTY ASSIGNMENT:

EFFECTIVE DATE:

c. Reviewer: RANK, NAME:

DOR:

DUTY ASSIGNMENT:

EFFECTIVE DATE:

(Signature block)

CF:

Each indiv concerned

Figure 3-9. Sample for notification of change in rating official
